

**MINUTES OF THE
BUILDINGS & GROUNDS COMMITTEE MEETING
April 3, 2006**

Members Present: Chairman John Hoffman; Doug Hall; Paul Dean; Scott Holewinski; and Jim Sharon.

Others Present: Curt Krouze, Buildings & Grounds Director; Lynn Grube, ITS Director; Robert Bruso, County Clerk; and LuAnn Brunette, Buildings & Grounds Leadperson.

CALL TO ORDER

Chairman Hoffman called the meeting to order at approximately 10:00 a.m. in Committee Room #1 of the Oneida County Courthouse. He noted that the meeting notice had been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and accommodations would be made for qualified individuals pursuant to the Americans with Disabilities Act.

APPROVE AGENDA/APPROVE MINUTES OF PREVIOUS MEETING(S)

Motion to approve the agenda by Sharon/Hall. All aye on voice vote. Motion to approve the joint committee meeting minutes of March 20, 2006, with no additions, deletions or corrections by Hall/Hoffman. All aye on voice vote.

DISCUSS/TAKE ACTION ON "CURRENT WORKS" ELECTRONIC VOTING SYSTEM FOR COUNTY BOARD

Lynn Grube was present for this discussion.

Krouze presented a new quote from Current Works. Krouze stated that this issue was sent back to this committee by the county board after the presentation of the system to have a recommendation made by this committee to either purchase the system or not purchase the system.

Grube stated that she has not had contact from any board members either way on the system. She stated that the first cost on the estimate could be done for about \$2,000 rather than the \$3,000-\$5,000 indicated on the quote. She stated that a projector to remain located in the board room is anticipated to be included in the year 2007 ITS budget, as it is needed in the board room due to the volume of usage. Grube stated that she felt the confirmation of the vote was somewhat unsettling as when one was required to confirm one's vote, no indication of the vote was included with the confirmation. She stated that the system is limited in that respect.

Supervisor Holewinski stated that there is likely more confusion on the actual vote than on the confirmation, citing problems that have occurred in the past with

supervisors not realizing what a “no” or “yes” vote would mean in terms of how a resolution might be worded.

Supervisor Dean questioned what would happen if there would be a problem with the system.

Grube stated that the county board could go back to their old manual system if there were a problem with the electronic system.

Krouze asked if a resolution should be brought to the county board to support purchase of the system.

Chairman Hoffman discussed advantages of the electronic voting system, and the cost involved with purchase.

The committee asked for the county clerk’s opinion on the matter, and Bruso joined the meeting at 10:15 a.m.

Bruso discussed the concept of use of the electronic voting system and stated that the system would not really help in his record keeping. He stated that it would take an extra person to run the system, and neither he nor his deputy has time to deal with that during the meetings, so he would suggest hiring an LTE to operate the system if it is purchased.

Motion to not pursue the purchase of an electronic voting system for the county boardroom by Holewinski/Hall. All aye on voice vote.

DISCUSS/TAKE ACTION ON BUILDINGS & GROUNDS DEPARTMENT LONG RANGE PLAN

Krouze noted that the parking issue was added into the long range plan, and that a copy of the long range plan for buildings & grounds was mailed with committee members’ agenda packets. He stated that this plan would be posted on all share for other county staff to view once approved by the committee.

Discussion followed.

Chairman Hoffman stated that the deadline for posting imposed by the Finance Committee was to ensure that the long range plan was in place prior to the seating of the new county board following the spring election.

Motion to approve the buildings & grounds long range plan and put it into operation on the county’s all-share site by Hoffman/Dean. All aye on voice vote.

FINANCIAL REPORT ON REALLOCATION OF REAL PROPERTY/LAND INFORMATION SPACE

Krouze stated that an information sheet was mailed in the committee members' agenda packets. He stated that this renovation came in under the \$10,000 budgeted. Krouze stated that the counter has been removed from the new committee room and placed in the Land Information Office making for a better use of space in both areas.

DISCUSS/TAKE ACTION ON DOA FACILITIES PLANNING

Krouze stated that the old RFP for the law enforcement center's needs study was pulled out and that he and Jacobson would be reviewing it to determine how best to approach compiling what needs to be addressed in this process.

Chairman Hoffman stated that in speaking with the county board chairman about the RFP for a needs study for the department on aging, Smith had indicated that it was fine to proceed as the department on aging had offered to fund the study. Hoffman stated that he also discussed this with the finance director, who also agreed that a report could be made to the board once more information is available.

Supervisor Holewinski stated that in reviewing the minutes of the joint meeting it occurred to him that when 58% of the population is over 60 years of age, only 42% of the population would be funding whatever services have been deemed necessary. He advised the need to determine what level of services should be offered, and what accommodations would be needed to meet that level of service prior to changing the facility.

Krouze stated that the RFP would be brought back to the committee for input and review prior to publication.

Chairman Hoffman stated to keep this item on the agenda for future meetings.

NON BUDGETED ITEM REQUESTS

There were no non-budgeted item requests for consideration.

BILLS, VOUCHERS, LINE ITEM TRANSFERS, BLANKET PURCHASE ORDERS

Krouze presented bills and vouchers for committee review. A list of blanket purchase orders paid since the previous meeting was mailed to committee members in their agenda packets. Motion to approve payment of the bills and blanket purchase orders by Holewinski/Dean. All aye on voice vote.

REVIEW UPCOMING MEETING DATE

Chairman Hoffman noted that the next meeting was previously scheduled for Monday, April 17th at 10:00 a.m.

PUBLIC COMMENT

There was no public comment.

ITEMS FOR NEXT AGENDA

Chairman Hoffman stated that items were noted for future agenda items as they were discussed, and other items may be added as they come up.

Supervisor Holewinski asked to discuss the minutes that were approved prior to his arriving at today's meeting, and noted the correction of the March 6, 2006 committee meeting minutes that was requested by Supervisor Dean at the March 20, 2006 meeting. He questioned if the committee had indeed acted legally when going into closed session at that meeting and the previous meeting.

Krouze related information about a meeting he had with both Corporation Counsel Lawrence Heath and County Board Chair Andrew Smith following the March 6th meeting. He stated that upon Smith's review of the agenda and meeting minutes, Smith felt that the committee had acted properly in considering this item in closed session. Krouze went on to inform the committee that an offer to purchase the vacant property had been made and was in the local Coldwell Banker office along with a listing contract. Krouze stated that Smith is aware of the offer, and noted that he had not seen the actual offer, but that he did know that this property is the first choice of the potential buyer as other sites the potential buyer investigated were not as ideal for their application.

ADJOURNMENT

The meeting adjourned by a motion of Hoffman/Hall. The time was approximately 11:00 a.m. All aye on voice vote.

John Hoffman,
Chairman

LuAnn Brunette,
Committee Secretary